

## **OPEN SESSION MINUTES**

September 25, 2020

University of North Carolina School of the Arts  
Board Room, Semans Arts and Administration Building  
Winston-Salem, North Carolina

**\*denotes voting Trustee**

## **TRUSTEES PRESENT**

\*Ralph Womble, Chair  
\*Erna Womble, Vice Chair  
\*Steve Berlin, Secretary  
\*Skip Dunn  
\*Anna Folwell  
\*Nic Brown, SGA President  
\*Mark Land  
\*Rob King  
\*Elizabeth Madden  
\*Kyle Petty  
\*Michael Tiemann  
Sandi Macdonald  
Secretary Susi Hamilton  
Al Crawford  
John Wigodsky, Foundation Liaison  
Anne Rainey Rokahr, BOV Liaison

## **TRUSTEES ABSENT**

\*Greer Cawood  
Tom Kenan

## **STAFF PRESENT**

Brian Cole, Interim Chancellor  
Patrick Sims, Ex. Vice Chancellor and  
Provost  
Karen Beres, Vice Provost and Dean of  
Academic Affairs  
Jim DeCristo, VC and Chief of Staff  
David Harrison, Vice Chancellor and  
General Counsel

Claire Machamer, Vice Chancellor for  
Strategic Communications  
Ed Lewis, VC for Advancement  
Michael Smith, VC for Finance and  
Administration  
Tracey Ford, Interim Vice Provost and Dean  
of Students  
Jared Redick, Interim Dean of Dance  
Scott Zigler, Dean of Drama

Saxton Rose, Interim Dean of Music  
Michael Kelley, Dean of Design and  
Production  
Dean Wilcox, Dean of Academic Affairs  
Martin Ferrell, Headmaster and Dean of the  
High School  
Mike Wakeford, Chair of Faculty Council  
Sharon Fogarty, Chair of Staff Council  
Susan Porter, Human Resources IR  
Manager  
Deb Carley, Human Resources  
Amanda Balwah, AVC and Secretary of the  
University  
Ginger Caston, Ex. Assistant to the Ex. Vice  
Chancellor and Provost  
Nick Johnson, Information Technologies  
Kurt Linney, Information Technologies  
Joan Roggenkamp, Ex. Assistant to the  
Vice Chancellor and Chief of Staff  
Elizabeth White, Strategic Communications  
Jackie Riffle, Director of Budget  
Suzanna Watkins, Director of Summer and  
Community Programs

Jeremy Serkin, Strategic Communications  
Katherine Johnson, Strategic  
Communications  
Wendy Emerson, Associate Vice Chancellor  
and Controller  
Marla Carpenter,  
Lauren Whitaker, Strategic Communications  
Marla Carpenter, Senior Communications  
Manager  
Maura Wetzel, Former SGA President  
Paul Razza, Director Admissions  
Virginia Riccio, Special Assistant, Provost's  
Office  
Richard Whittington, AVC for Advancement  
Rod Isom, Interim Chief Audit, Risk and  
Compliance Officer  
Lynda Lotich, Interim Ex. Director of the  
Kenan Institute  
Steve Martin, Associate Vice Chancellor for  
Facilities

### **GUEST PRESENT**

John Newsome, *Winston-Salem Journal* and *Greensboro News & Record*

---

### **CONVENE OPEN SESSION**

Chairman Ralph Womble convened the September 25, 2020 meeting of the University of Carolina School of the Arts Board of Trustees at 9:02 a.m. A quorum was confirmed. Chairman Womble reminded all members of the Board of their duty under the State Government Ethics Act to avoid conflicts of interest and appearances of conflicts as required by this act. He went on to welcome Provost Sims, John Wigodsky, and Anne Rainey Rokahr to their first Board of Trustees Meeting as Provost, Foundation Liaison, and Board of Visitors Liaison, respectively.

### **OATH OF OFFICE**

Chairman Womble welcomed Kyle Petty, voting Trustee and Legislative appointee, to his first Board of Trustees meeting. Ginger Caston, notary public, administered the Oath of Office to Mr. Petty.

## APPROVAL OF MINUTES

**MOTION: Rob King moved to approve the open session minutes from the May 24, 2020 meeting as presented. Michael Tiemann seconded, and the minutes were unanimously approved.**

## REPORT FROM INTERIM CHANCELLOR COLE

Chancellor Cole thanked everyone for coming to the meeting via Zoom. He highlighted the newly renovated Semans Arts and Administration Building, as well as the new state-of-the-art board meeting space, which is a tremendous resource for the school. He also acknowledged the passing of Phillip Horne, a wonderful Trustee and friend of UNCSCA. Mr. Horne was a passionate supporter of the School and the arts; his loss is felt by the entire campus community.

Chancellor Cole welcomed Kyle Petty, who is filling Pete Brunstetter's vacancy. Mr. Petty is a legend in the racing world and is also known for his artistry as a musician, song writer, and philanthropist. Mr. Petty's knowledge is sure to be beneficial to UNCSCA.

Since the Board last gathered in July, a lot has happened to ensure a safe reopening this fall. Chancellor Cole highlighted the following:

- 17 task forces have been created and implemented to address health and safety, residence life, the academic calendar, academic performances, etc.
- Several members of the UNCSCA community met with an infectious disease specialist to determine best practices.
- 30 information sessions have been held via Zoom to share preparations and expectations.
- Strategic Communications launched a safety campaign highlighting the importance of everyone taking responsibility to keep the entire UNCSCA community safe and healthy.
- Chancellor Cole thanked the frontline workers, including housekeeping, facilities, campus police, student affairs, dining, and IT who have been on the front lines since March.
- UNCSCA has met its enrollment goals for the year. The target for this year was 1,330 students, and the school had 1,348 students at census.
- \$1M from Cares Act funds and reserves have been spent to ensure a safe return to campus. These funds went towards plexiglass dividers, signs, masks, face shields, hand sanitizing stations, disinfecting wipes, and technology carts to make in-person learning as safe as possible. Housekeepers have also been trained in proper cleaning protocols to adhere to CDC guidelines. A second shift of housekeepers has also been hired to continue the cleaning throughout the day. Other sanitation upgrades include:
  - Air filter upgrades
  - UV sanitizing filters
  - Air purifiers

- Student Life created a staggered move-in schedule to keep numbers down on campus.
- UNCOSA is currently stable in regard to Covid-19. As we approach the end of week 6, we all continue to remain vigilant and maintain transparency.
- UNCOSA's Covid Dashboard is updated daily. There are currently no active cases, and the second round of surveillance testing will begin today.
- The mental health and well-being of all community members remains a priority. There is now an app with resources for students who need counseling help, as well as resources for meditation and journaling.
- Fall break has been eliminated to slow the spread that comes with travel, but there will be several Wellness Wednesdays. On these days, no classes or rehearsals will be held. Student Life will offer outdoor activities that emphasize yoga, walking, running, biking, etc. There will also be virtual open mic and comedy events.
- The Fitness Center has reopened at 30% capacity in accordance with Governor Cooper's move to Phase 2.5.
- All faculty, staff, and students are sent daily emails to complete a daily screening for symptoms, as well as a temperature check.

Chancellor Cole concluded his report with a video showcasing the modifications made to learning this semester and discussed some of the changes that can be expected with a virtual Nutcracker experience that will utilize CGI.

## **REPORT FROM THE AUDIT, RISK, AND COMPLIANCE COMMITTEE**

Steve Berlin, Committee Chair, reported the following from the September 22<sup>nd</sup> meeting of the Audit, Risk, and Compliance Committee:

Vice Chancellor for Economic Development and Chief of Staff, Jim DeCristo, provided an update regarding Enterprise Risk Management (ERM). A majority of ERM efforts have been focused on Covid-19 since March of this year. Some of the previous risk priorities have continued to make progress over the past several months, such as the new residence hall project. There are plans to re-evaluate UNCOSA's risk priorities via a survey during spring 2021 if the Covid-19 situation is stable.

Director of Information Security, Greg Gleghorn, provided an update regarding Information Governance and Security:

- Information Technology's (IT) Authentication Project is fully underway and pilot tested.
- The 2020 Annual Gap Analysis has been completed and will be submitted to the UNC Information Security Council this month. The last three years have shown marked improvement.
- The annual 2020 Risk Assessment was also conducted. IT's quantitative score based on their assessment tool is **2.0**, which has improved from 2019's score of **1.54**.

- IT has developed an International VPN profile for students accessing UNCSCA's infrastructure from locations deemed unsafe by the UNC System Office.
- During Covid, IT identified a vulnerability with its endpoint protection. IT is ongoing goal is to reduce this area of weakness and gain more control. This area is currently being vetted with vendor demonstrations and proof of concept.

Chief Compliance Officer and Director of Title IX, Valerie Thelen, provided an update related to Title IX Policies. On May 6, 2020, the U.S. Department of Education made regulation changes to Title IX. The UNCSCA Title IX Regulation includes changes to the scope of what is included under Title IX and changes to the definition of sexual harassment.

Interim Chief Audit, Risk, and Compliance Officer, Rod Isom, presented the results of the UNCSCA 2019 Statewide Federal Compliance Audit. No findings or issues were reported.

The Associate Vice Chancellor for Finance, Wendy Emerson, presented the results of the UNCSCA Housing Corporation and UNCSCA Program Support Corporation financial statement audits. The audits were clean, with no findings or issues to report.

Vice Chancellor for Finance and Administration, Michael Smith, provided an update on the UNCSCA Annual Financial Statement Audit. The audit is underway with an anticipated completion date before the end of December.

Mr. Isom, presented the following:

- IT Operations Follow-Up Review
  - The review consisted of following up on **7** outstanding issues from a previous IA review.
  - **1** issue was resolved, and **6** issues were partially resolved.
- Minors on Campus Planned Review
  - The review resulted in **5** observations and **10** recommendations.

Internal Audit is required to follow-up on outstanding observations identified from previous reviews to ensure management has resolved the issue. The following follow-up memos were issued to request the status of the observations and the actions management has taken:

- CDI Controls Review
- Human Resources Control Environment

Status of In-Progress Internal Audit Reviews

- **1** investigation is currently in progress and on track for completion.

Summary of Internal Audit Activity for Fiscal Year 2020

- Internal Audit completed audits and advisory services resulting in reports with observations that produced **23** written recommendations for the following university

Departments: Human Resources, Controller's Office, EHS, Police & Public Safety, and Information Technology.

- **5** projects were completed, and **5** reports or communicative memos were issued.
- **81%** of the audit plan was completed.
- **1,800** hours were contracted, and **2,232** hours were charged for the year.

#### Summary of Internal Audit Activity for Fiscal Year 2021

- **2** projects have been completed thus far with **1** project currently in progress.

#### Results of Fiscal Year 2021 Internal Audit Annual Risk Assessment and Audit Plan

- The audit plan for the fiscal year was approved.
- Reviews included on the fiscal year 2021 audit plan include the continuation of projects from the previous year, **2** planned reviews, **3** follow-ups, and various advisory and special assignments.
- The 2 new reviews added to the audit plan based upon the risk assessment:
  - Strategic Training; and
  - Covid-19 Assessment.

#### Other Activity, Matters, and Internal Audit Operations Update:

- There is a new drafted bill that could impact Internal Audit. The draft bill contains recommendations for the Council of Internal Auditing, which serves as an oversight function for all state agency internal audit units, to establish minimum performance standards for all state agency internal audit units and monitor compliance with these performance standards.
- Internal Audit currently has **3** vacant positions within the department. Of the 3 vacant positions, the Audit Manager is currently occupying **1** of the vacant positions by serving a dual role as the Interim Chief Audit, Risk, and Compliance Officer.

#### Reviewed Committee Charter

- The Audit, Risk, and Compliance Committee reviewed the charter. No changes were made to the charter.

### **REPORT FROM THE GOVERNANCE COMMITTEE**

Rob King, Committee Chair, reported that the committee reviewed the one current and five future vacancies on the Board. The Governance committee is working to develop a short list of candidates and welcomes input from all Board members. Three lists were provided to assist with identifying candidates – a list of potential alumni candidates, a list of people who were formerly associated with the UNCSA Foundation Board, and a list of people who were formerly associated with the Kenan Institute. The Governance Committee plans to select a candidate for the current vacancy by the end of October for full Board approval and submission to the Legislature.

## REPORT FROM THE ENDOWMENT FUND BOARD

Ralph Womble, Board Chair, reported the following from the Endowment Fund Board meeting:

- Wendy Emerson, Associate Vice Chancellor for Finance reviewed the UNC Management Company Flash Report and the UNC CSA Endowment Fund Investment Summary as of June 30, 2020. Ms. Emerson stated the UNC CSA Endowment Fund Investment Summary reflects overall net earnings of 2% for fiscal year 2020, and a net increase in market value of \$605,564.
- During fiscal year 2020, there have been four new endowments gifts totaling \$1.65 million added to the University's existing endowment pool. The Board approved the acceptance of the new gifts received during the 2020 fiscal year totaling \$1.65 million.

## REPORT FROM THE ADVANCEMENT COMMITTEE

Mark Land, Committee Chair, reported the following from the Advancement Committee:

### Fundraising Update

#### FY20 Overview

- Total dollars raised = \$13.3 Million; ROI –for every \$1 spent, \$7.87 was raised.
- Annual Fund dollars raised: over \$1.25 Million; overall increase in Annual Fund donors from FY19 was 22.5%
- Combined market value of Foundation and State endowments as of June 30 was over \$82.5 Million.
- Alumni giving was over \$2.39 Million. This includes the \$2 million gift from an anonymous alumnus, which we announced at our NYC Campaign Kick Off Event this past January.
- Annual Fund retention rate from FY19 was 59.8% which is very good. Overall retention rate from FY19-FY20 was 49.18 %. The industry standard is 37.19%.
- 871 new donors in FY20
- Proceeds for scholarships: \$55,630 Awarded by *NextNow* and \$262,000 by *Nutcracker*

Day of Giving 2020 this past June was our most successful, raising \$94,043 from 779 donations.

- Engaged alumni to assist in encouraging alumni giving.
- Invested in a new crowdfunding platform, which included a donor honor roll.
- We also tested a texting notification system; and plan to investigate this more in the future.
- There has been a gradual increase in donors and dollars over the past 5 years of Day of Giving.

The Office of Advancement and the Foundation accounted for the pandemic when budgeting for FY21.

The revenue is tracking slightly behind, but this is typically for early fall and we anticipate falling in line with our budget as the semester moves forward.

Over \$14K has been raised from 46 gifts made to the J. Phillip Horne Scholarship in Filmmaking.

### Comprehensive Campaign

- As of August 31, we have exceeded our published campaign goal raising \$66.8 million
- On August 26, the Campaign Leadership Circle met to discuss next steps concerning the goal, as well as fundraising strategies moving forward to meet continuing and emerging needs.
- We are holding on to our public goal of \$65 Million and will continue to raise money through the Campaign end date of June 30, 2021.
- Ed then shared information from Capital Development Services (CapDev) about the current fundraising climate over the past months in the pandemic. CapDev is our Campaign Counsel.
- The Board of Trustees can continue to support the Campaign by serving as ambassadors.
  - Visit, Like, Follow, Share, Subscribe:
    - Social Media Directory <https://www.uncsa.edu/news/social-media.aspx>
    - Performance Calendar <https://www.uncsa.edu/performances/index.aspx>
    - Newsletters <https://www.uncsa.edu/newsletters.aspx>
    - Video Showcase  
[https://video.uncsa.edu/?\\_ga=2.213918679.1526526299.1595346738-1805570385.1529069334](https://video.uncsa.edu/?_ga=2.213918679.1526526299.1595346738-1805570385.1529069334)
    - UNCSA at Home <https://www.uncsa.edu/performances/at-home/index.aspx>
    - UNCSA News Hub <https://www.uncsa.edu/news/index.aspx>

### Staffing Update

- Debra Thompson, our Advancement Database Administrator, will retire on September 30, 2020 after twelve years of service.
- The Major and Planned Giving Officer position has been reposted.
- The Office of Advancement has hired John Bowhers, '12 as Events and Campaign Coordinator.
- Awards:
  - **Educational Fundraising Awards.** The Council for Advancement and Support of Education (CASE) named UNCSA one of the most improved educational institutions in the nation for fundraising.
  - **Special Merit Award** from CASE District III for the case statement publication, Powering Creativity.
  - **Gold Telly Award**, the highest award category, for "What it Takes," the video introduction for the Powering Creativity campaign.

### Events

- Most of the Office of Advancement's events will be hosted digitally this year. This presents many great opportunities for growth, innovation and engagement.
- The main fundraising event for this semester will be a new take on 'opening night' for *The Nutcracker* on December 12. We are producing a virtual event experience around The Nutcracker that will put you in the holiday spirit and keep the UNCSA tradition alive.
  - The goal for this event is to raise crucial scholarship funds.
- Chelsea Doerfer is on maternity leave. Savannah Stanbery will be managing the events program with the help of the Events & Campaign Coordinator.



## Alumni Relations

- In June, the Alumni Office helped facilitate an online memorial service for Drama Dean Emeritus Gerald Freedman and Drama Faculty Emeritus Matt Bulluck, both of whom passed away in the spring. More than 100 alumni and friends attended this virtual experience.
- The Alumni Office has been hosting regular Zoom happy hours with alumni from the first 10 years of UNCSCA's existence. Alumni have joined from across the country as well as Canada and Belize.
- This fall, the alumni will be invited to a special digital experience with Chancellor Cole and Provost Sims, and later with each of the art school Deans.
- The first Alumni newsletter was emailed last week.

## UNCSCA Foundation Board

- The Finance Committee met on September 1 to review FY 2020 results.
  - They approved changes to the Foundation Endowment Spending policy aligning our spending with other campuses in the UNC system.
- Audit Committee Report:
  - Met with the Auditors on August 27.
  - Unqualified opinion.
  - The Foundation engaged Smith Leonard as the audit firm again this year.
  - Working with tax auditors on gathering together information for the 990.
- Executive Committee met on September 3. They approved for the full board vote the new policy for the "Keep Me UNCSCA" fund.
- Foundation Board meeting is September 17.
  - New Officers will be elected
    - John Wigodsky – President
    - David Broughton – Vice-President
    - Julie Williams – Assistant Treasurer (1-year term)
    - Four retiring board members
      - Nola Miller
      - Bill Watson
      - Wesley Davis
      - Doug Henderson
    - Six new board members
      - Chris Chapman
      - Shelley Holden
      - Wayne Morgan
      - Stacy Petronzio
      - Anne Sessions
      - Julie Williams
  - The Foundation Board will be full at 25 board members.
- Advancement Committee Report
  - There will not be a UNCSCA Foundation Guest Artist Luncheon this year.
    - It would be difficult to do this event virtually.
    - The focus this fall will be more on student needs, such as the "Keep me UNCSCA" and "Technology" fund.
  - 91% participation rate in Day of Giving
  - In FY20 the Foundation Board had 100% giving. There was a 266% increase in funds.
  -

### UNCSA Board of Visitors

- This fall, the UNCSA Board of Visitors (BOV) welcomed our new Chair Anne Rainey Rokahr as well as 7 new board members. The new members had their orientation on September 10.
- The fall board meeting is scheduled for October 8 and will focus on ways board members can remain connected and supportive of UNCSA during this unique time.

### Chancellor's Discretionary Fund

Mr. Land presented the MOU regarding the Chancellor's Discretionary Fund to the Board. Each year, the Board is asked to approve the Foundation agreement for the Chancellor's Discretionary Fund. No changes were made to this document from the previous year.

**MOTION: The Advancement Committee moved to approve the Chancellor's Discretionary Fund MOU as presented. The motion was unanimously approved.**

### **REPORT FROM THE PERSONNEL COMMITTEE**

Michael Tiemann, Committee Chair, reported the following from the Personnel Committee:

#### New Hire /Separation Updates

Total New Hires: 25

Faculty - 4

EHRA Non-Faculty – 6 \*

SHRA Employees – 15

\*Key New Hires/Appointments include:

EHRA Tier I:

Brian Cole, Chancellor

Patrick Sims, Executive Vice Chancellor and Provost

Tracey Ford, Vice Provost and Dean of Student Affairs

Henry Grillo, Interim Dean of Filmmaking – Reappointment

Jared Redick, Interim Dean of Dance

Saxton Rose, Interim Dean of Music

EHRA Tier II:

Wendy Emerson, Associate Vice Chancellor of Finance

Sharon Hush, Interim Registrar

Lynda Lotich, Interim Director of Kenan Institute

Total Separations: 33

Faculty – 7

EHRA Non-Faculty – 11\*

SHRA Employees – 15

### Covid-19

Deb Carley reported that Covid-19 has presented many challenges for Human Resources (HR), with extensive work done to manage Administrative Leave and related reporting requirements. Managing and monitoring teleworking schedules has been a top priority as well as developing

and delivering Covid training for employees and supervisors. In addition, a Covid Response Plan was developed with Emergency Management and Environmental Health & Safety with training provided to supervisors and Deans.

#### Benefits Updates

Ms. Carley reported that Open Enrollment for benefits will be conducted via Zoom meetings this year due to Covid-19. She also reported that there will be no on-site flu clinic offered due to Covid and related safety concerns.

#### Professional Development Updates:

Ms. Carley reported that HR continues to make strides in Professional Development opportunities for employees and building and maintaining relationships on campus remains important. The HR Liaison initiative continues to develop – HR meets with key departmental representatives monthly.

#### Staff Council Updates

Sharon Fogarty, Staff Council Chair, reported that Staff Council continues working to build a sense of community among Faculty-Staff-Students. Staff Council has also worked to bring voter awareness to students. The Professional Development Committee of Staff Council is working closely with IT to connect IT with Professional Development opportunities for Staff.

### **REPORT FROM THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Provost Patrick Sims reported on the successful efforts of administration, faculty, and staff to physically prepare the campus, develop community safety standards and design online and hybrid course instruction in preparation for the start of classes in the fall. He referred to an email from Juilliard complementing the leadership on our campus regarding UNCISA safety practices and the level of detail that went into our Covid planning. He reviewed our current rankings from the Hollywood Reporter for the Schools of Film and Drama. The searches for the Deans of Film, Music and Dance are planned to be completed before the end of the school year. He hired Sharon Hush as Interim Registrar in September. He discussed a framework for campus efforts toward Equity, Diversity and Inclusion for this year. He has hired two consultants to assist with the strategic planning process and training and development efforts as well as support for current incidents on campus.

Vice Provost and Dean of Academic Affairs, Karen Beres, reported that Student Advantage Week was put on hiatus this year due to the pandemic. However, of the first group to go through the program, 11 out of 11 are still here and scheduled to graduate in the spring. UNCISA received a Virtual Student Support Grant from the System Office. The funds have been used to provide technology resources for faculty and learning resources to support students. She discussed a second minor degree program in German Studies that is in process that will focus on both language proficiency and cultural competency. She showed two short videos that exemplify how technology is being used in the classroom in Film and Music. The Teaching and Learning Center has hired two people with skills in instructional design and educational

technology to support faculty with hybrid teaching and incorporation of technology into our coursework.

Vice Provost and Dean of Student Affairs, Tracey Ford, acknowledged her team's amazing efforts for the successful student transition to campus and the ongoing monitoring of our safety standards. UNCSA had to take several beds and rooms offline to reduce housing density and for isolation spaces. We are participating in asymptomatic surveillance testing for students, faculty and staff every two weeks until Thanksgiving. We now also offering Health Services availability to students on the weekends. There are strong sanctions for students who do not follow our community health standards. The University received 28K in grant funds to assist with student mental health concerns – especially important in these times where students feel isolated.

The Director of Admissions, Paul Razza reported that despite predictions that schools would experience declines in enrollment, UNCSA enrollment is above goal with the largest student body ever. Returning student numbers were higher than projected showing that retention rates are improving.

Faculty Council Chair, Mike Wakeford, reviewed their goals for this academic year. The Council will focus on continued collaborative efforts with the administration, steps to involve faculty in both short- and long-term financial decisions, faculty workload and the ongoing issue of faculty salaries.

Student Body President, Nic Brown reported that Student Government members served on the Covid Task Force over the summer, assisting with the planning and preparations for the beginning of the school year. Gender-neutral bathroom signage should be going up soon. Goals for the year are to build a strong partnership with administration leadership and student organizations and groups. SGA will also meet with High School and the Graduate Council once per month. They will continue to support EDI initiatives in and outside the classroom. Nic reviewed planned events for the remainder of the academic year. He introduced student government leaders Elaine Guo from the High School Student Government and Lydia Watt from the Graduate Council who gave a brief overview of their goals for the year.

## **REPORT FROM THE FINANCE COMMITTEE**

Elizabeth Madden, Committee Chair, reported the following from the Finance Committee:

Michael Smith, Vice Chancellor for Finance and Administration, provided an update on the FY20-21 state budget to the committee. Absent an approved state budget, UNCSA is operating under Continuing Budget Authority utilizing the permanent base budget from the prior fiscal year. Impacts of escalating COVID19 related expenses, deferral of tax filing deadlines, record state unemployment claims, and other factors were discussed. UNCSA contingency planning efforts are ongoing.

Mr. Smith provided official enrollment data for UNCSA, as of Census Day (August 28<sup>th</sup>), noting an increase in 10 students from the prior year.

He outlined the annual Tuition and Fees process and timeline for proposing adjustments to FY21-22 Tuition and Fees. He reiterated that UNCOSA will be proposing increases to its housing inventory as part of its multi-year plan to facilitate the opening and operations of its new residence hall. This only requires Board of Trustee approval – not Board of Governors approval.

Vice Chancellor Smith gave the capital projects update, providing specific updates on the New Residence Hall, Seman's Arts and Administration Building, Sanford and Moore HVAC project, and Performance Place renovations. Michael briefly discussed the annual Repair and Renovation appropriation for UNCOSA to address the backlog of deferred maintenance.

Mr. Smith provided background information, including reports from the North Carolina Department of Insurance and Office of State Fire Marshall, regarding buildings located at 1800 Chapel Street posing a safety risk. It is recommended that these structures be demolished. As a requirement of the North Carolina State Property Office, disposition of UNCOSA property requires Board of Trustee approval prior to State of North Carolina Department of Administration approval. This requires a vote.

**MOTION: The Finance Committee moved to approve the demolition of the buildings located at 1800 Chapel Street as presented by Vice Chancellor Michael Smith and his facilities team. The motion was unanimously approved.**

Michael provided a brief update regarding COVID19 expenditures and ongoing initiatives occurring across campus to promote and maintain the health and safety of the UNCOSA community.

**MOTION: Mark Land made a motion to go into closed session to prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award. Michael Tiemann seconded, and the motion was unanimously approved.**

## **REPORT FROM CLOSED SESSION**

Chairman Womble reported that the Board of Trustees went into Closed Session to consider an emeritus conferral.

## **CLOSING REMARKS**

Chairman Womble thanked everyone for their time today.

With no further business to discuss, the September 25, 2020 Board of Trustees meeting adjourned at 10:28 a.m.

Respectfully submitted by:

Amanda G. Balwah

Associate Vice Chancellor and Assistant Secretary of the Board of Trustees